



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
May 30, 2014
9:00 A.M.**

I. CALL TO ORDER

II. ROLL CALL

- A. _____ Lou Patten (Chairman)
- B. _____ Verrill Norwood (Vice Chairman)
- C. _____ Lynn DeVault (Secretary-Treasurer)
- D. _____ Mike McCoy
- E. _____ LeRoy Rymer, Jr.

III. ACCEPTANCE OF MINUTES (April 2014)

IV. UPDATES

- A. Construction Updates (PDC Consultants)
 - a. ALP
 - b. Southside Development
- B. Hardwick Field Land Disposal
- C. FBO Report (Taylor Newman or Representative)
- D. Director's Report (Mark Fidler)
 - a. Gotham Car Event
 - b. Annual Maintenance Grant – Are Signs an Eligible Expense for Reimbursement

V. UNFINISHED BUSINESS

- A. Discussion and Approval of Winter Safety & Operations Plan

VI. NEW BUSINESS

VII. BOARD MEMBER REPORTS

- A. Lou Patten**
- B. Verrill Norwood**
- C. Lynn DeVault**
- D. Mike McCoy**
- E. LeRoy Rymer, Jr.**

VIII. ADJOURNMENT

Next Scheduled Meeting – June 20, 2014

Informational Attachments:

Authority Attendance Log (Page 1)

Payments (Page 2)

Grants Monitoring – Desk Review (Pages 3-6)

Expense Report (Pages 7-8)

Revenue Report – To Be Distributed at the Meeting by Mark Fidler

CLEVELAND MUNICIPAL AIRPORT AUTHORITY

- ROLL CALL -

MEETING DATE: May 30, 2014



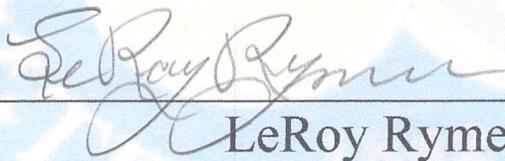
Lou Patten



Verrill Norwood



Lynn DeVault



LeRoy Rymer, Jr.



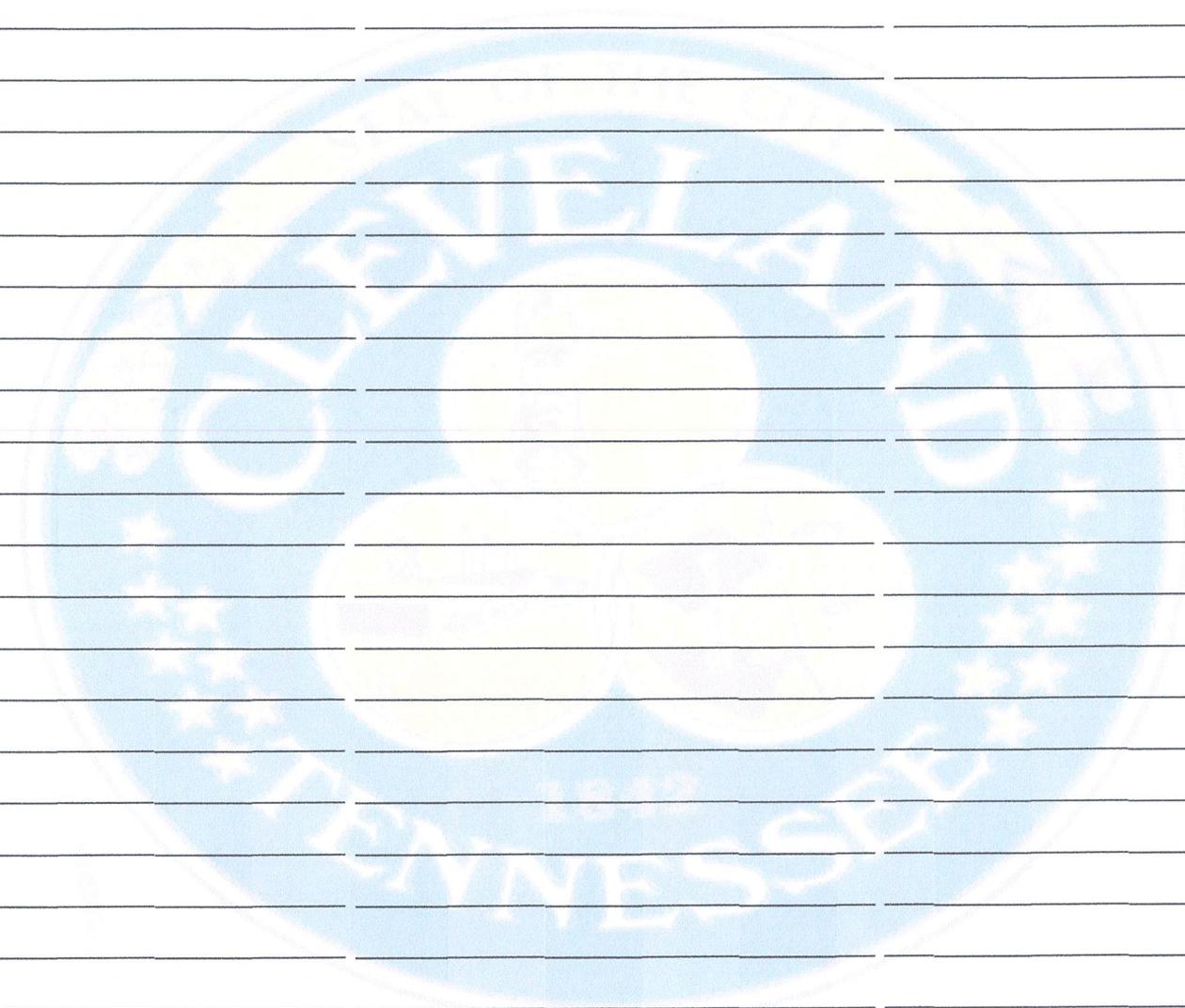
Mike McCoy

CLEVELAND AIRPORT AUTHORITY

SIGN IN SHEET

MEETING DATE: May 30, 2014

Name & Company Name: (<i>PRINT</i>)	Address:	E-mail:
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Payments

PDC

T-Hangar Project

Invoice 9

\$ 2,900.00

Issue Date: May 14, 2014

Cleveland Municipal
Airport Authority

*Tennessee Department of Transportation
Finance Office
Grants Monitoring Section*



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

**FINANCE DIVISION
SUITE 800, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TN 37243-1402
(615) 741-2261**

**JOHN C. SCHROER
COMMISSIONER**

**BILL HASLAM
GOVERNOR**

May 14, 2014

Lou Patten, Chairman
Cleveland Municipal Airport Authority
474 2nd Street Southeast
Cleveland, Tennessee 37311

Dear Chairman Patten:

Staff from the Tennessee Department of Transportation (TDOT), Grants Monitoring Section, conducted a desk monitoring review of contracts the Cleveland Municipal Airport Authority has with the Tennessee Department of Transportation (TDOT). Refer to the *Appendix* for a listing of the contracts monitored.

The responsibility for core program monitoring of Activities Allowed or Unallowed, Davis Bacon Act Compliance, and Eligibility are the responsibility of the individual TDOT program manager. The Division responsible for the administration of this contract has indicated that the signature of the TDOT program manager indicates that these Core Areas have been reviewed and approved by the program manager during the invoice approval process. The TDOT Fiscal Monitoring Staff verified that all invoices tested were approved by the program manager's signature and is the full extent of our assertion.

TDOT conducted the desk review in order to determine if costs and service are allowable and eligible and to verify contractual compliance.

A desk review is substantially less in scope than an audit. TDOT did not audit the financial statements and accordingly, does not express an opinion or any assurance regarding the financial statements of the City of Cleveland.

TDOT identified no findings of noncompliance during the desk review.

If you have any questions, please call me at (615) 253-4288.

Sincerely,

A handwritten signature in black ink that reads "Ron Boniol". The signature is written in a cursive, flowing style.

Ron Boniol, CGFM
Manager Grants Monitoring

cc: Bill Orellana, Director, TDOT Aeronautics
Teresa Tanner, Grants Program Manager, TDOT Aeronautics
Belinda Hampton, Grants ANA 3, TDOT
Lance Goad, Fiscal Director 2, TDOT
Richard Emerson, Fiscal Director 1, TDOT
Comptroller.State.Audit@cot.tn.gov

Appendix

Subrecipient: Cleveland Municipal Airport Authority

TDOT monitored the following contracts during the review:

Service Provided	Contract Number	Contract End Date	Full Contract Max. Liability
Engineering/Construction of T-Hangars	AERO13166	10/23/2017	\$993,437
Apron and Taxi Lane to Proposed T-Hangar	AERO13213	1/29/2018	\$1,009,000
Phase III – Construction Paving	GG1237936	6/29/2016	\$8,603,000

Linda L. Ivey, Auditor 3, TDOT
 731-352-5375
linda.ivey@tn.gov

Kristi Powers, Support Services Manager
 423-472-2851
kpowers@clevelandtn.gov

♀
 Date: 5/23/2014
 1
 Time: 16:17
 GL6660
 User: CHRISTY

City of Cleveland
 Expenditure Report
 May 2014

Page:
 Id:

Fund: 110-GENERAL FUND

Monthly Comparative % 91.6666

Acct Number	-----Account Name-----	ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED
52500-111	SALARIES	68,500.00	5,265.46	59,674.93	8,825.07
52500-119	CONTRACTED SERVICES-FBO	100,400.00	7,235.87	80,416.76	19,983.24
52500-133	SOLD VACATIONS	1,400.00			1,400.00
52500-134	CHRISTMAS BONUS	200.00		108.28	91.72
52500-140	DENTAL INSURANCE				
52500-141	SOCIAL SECURITY TAX	5,700.00	429.58	5,010.22	689.78
52500-142	HEALTH INSURANCE				
52500-143	RETIREMENT EXP	11,700.00	933.29	8,981.15	2,718.85
52500-144	LIFE & DISABILITY INS	900.00		609.30	290.70
52500-149	WORKER'S COMP CLAIMS	500.00			500.00
52500-191	LAUNDRY & DRY CLEANING	300.00		-585.85	785.85
52500-197	CLOTHING ALLOWANCE	400.00		350.00	50.00
52500-211	POSTAGE/SHIPPING EXP	300.00		53.21	246.79
52500-221	PRINTING EXP	500.00		58.91	441.09
52500-228	SERVICE AGREEMENT-CU	300.00		400.00	-100.00
52500-237	ADVERTISING	4,500.00	451.25	4,608.50	-108.50
52500-239	SUBSCRIPTIONS/MEMBERSHIPS	1,100.00		1,244.99	-144.99
52500-241	UTILITIES EXP	47,300.00	3,216.08	35,550.97	11,749.03
52500-245	TELEPHONE EXP	14,100.00	1,290.10	6,619.53	7,480.47
52500-251	CONTRACTED SVCS-SECURITY	2,000.00		269.16	1,730.84
52500-254	AIRPORT MASTERPLAN	5,000.00			5,000.00
52500-266	BUILDING MAINTENANCE	3,500.00	120.00	2,698.50	801.50
52500-267	GROUND MAINTENANCE	4,500.00		1,277.15	3,222.85
52500-282	CAR ALLOWANCE	4,200.00	350.00	3,850.00	350.00
52500-283	TRAVEL & TRAINING EXP	2,500.00		986.95	1,513.05
52500-290	CREDIT CARD FEES	12,000.00		11,232.54	767.46
52500-291	LEASE AGREEMENT EXPENSE	30,000.00	2,500.00	25,000.00	5,000.00
52500-319	OFFICE SUPPLIES	700.00		320.11	379.89
52500-331	GASOLINE EXP	1,000.00		612.53	387.47
52500-332	REPAIRS & PARTS	1,500.00		522.66	977.34
52500-333	AVGAS & JETFUEL PURCHASES	370,000.00	28,252.59	353,386.64	16,613.36
52500-511	INS-BLDGS & CONTENTS	7,600.00		7,517.79	82.21
52500-512	INS-VEHICLES & EQUIPMENTS				
52500-513	INS-GENERAL LIABILITY	3,000.00		2,940.00	60.00
52500-599	MISCELLANEOUS	1,500.00		358.08	1,141.92
52500-911	LAND OPTIONS/PURCHASE				
52500-918	AIRPORT MITIGATION				
52500-932	SOUTHSIDE CORPORATE AREA				
52500-933	ENVIRONMENTAL MONITORING				
52500-934	ALP & EXHIBIT A				
52500-935	HARDWICK FIELD DISPOSAL				
52500-936	PHASE II CONSTRUCTION EXP				
52500-937	T-HANGARS CONSTRUCTION				

52500-938 JETPORT/TAXILANE ADDITION
 52500-939 SECURITY ENHANCEMENTS-GATE
 52500-940 PHASE III CONSTRUCTION
 52500-941 GAS LINE EXPENDITURE
 52500-942 SMALL EQUIPMENT

1,000.00

1,000.00

♀
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 User: CHRISTY

City of Cleveland
 Expenditure Report
 May 2014

Page:
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Fund: 110-GENERAL FUND

Monthly Comparative % 91.6666

Acct Number -----Account Name-----

ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED	
TOTAL CLEVE REGIONAL JETPORT	708,100.00	50,044.22	614,073.01	93,926.99
Fund Total	708,100.00	50,044.22	614,073.01	93,926.99

Cleveland TN Regional Jetport

Sales By Item Summary

	March, '14		April, '14		YTD	
	Quantity:	\$ Amount:	Quantity:	\$ Amount:	Quantity:	\$ Amount:
Fuels:						
100LL AVGAS	2,894.40	\$15,178.08	2,575.50	\$14,012.90	9,834.20	\$52,377.23
Jet-A	13,207	\$52,899.62	13,061	\$55,615.72	36,725	\$155,829.59
Aircraft Tie-downs:	1	\$10.00	7	\$103.00	13	\$143.00
Aircraft Ramp Fee(s):	1	\$75.00	5	\$375.00	8	\$600.00
GPU Fee(s):	1	\$25.00	1	\$25.00	2	\$50.00
Property Lease(s):	8	\$3,944.61	8	\$3,944.61	-	\$15,778.44
T-Hangar Lease(s):	20	\$5,650.00	20	\$5,650.00	-	\$22,600.00
Facility Rental(s):	5	\$870.00	1	\$100.00	18	\$3,970.00
Facility Donation(s):	2	\$14,000.00	1	\$15,000.00	4	\$39,000.00
\$ Total:				\$94,826.23		\$290,348.26

**MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY**

**May 30, 2014
9:00 A.M.**



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, May 30, 2014, at 9:00 a.m. in the Cleveland Municipal Council Room.

MEMBERS PRESENT: Lou Patten, Lynn DeVault, Verrill Norwood, LeRoy Rymer, Jr. and Mike McCoy

MEMBERS ABSENT: None

CITY STAFF: Kristi Powers (PW Support Services Manager), Janice Casteel (City Manager), Brian Moran (Intern), Mark Fidler (Airport Manager), Shawn McKay (City Clerk), David Davis (City Reporter), Randall Higgins (City Reporter), Beverley Lindsey (Executive Assistant to the City Manager), Melinda Carroll (Assistant City Manager) and John Kimball (City Attorney)

FBO STAFF: Taylor Newman

CONSULTANTS: None

GUESTS: *(not on sign-in sheet)* Kevin Wright and Jenny Fidler

MEDIA: Paul Leach (Times Free Press)

CALL TO ORDER

The meeting was called to order by the Chairman, Lou Patten, at 9:01 a.m.

ROLL CALL

The Chairman called the roll and is recorded above as Members Present. Mike McCoy arrived at 9:05 a.m.

ACCEPTANCE OF MINUTES

Chairman Patten called for a motion to accept the minutes from the April 25, 2014, meeting. Verrill Norwood so moved, seconded by Lynn DeVault and was unanimously passed.

UPDATES

Construction Updates

Mark Fidler provided the report in PDC's absence.

ALP

The ALP is still under review by the FAA.

Southside Development

The Southside Development pre-bid meeting was held on May 28th and had eight contractors in attendance. The bid will consist mostly of concrete work for the road and taxi-way and will be open on June 11th.

Justification Study

TDOT is still reviewing the initial study report. PDC is currently waiting on a decision from TDOT on what format they want the Justification Study presented. Chairman Patten thought the format had been decided a month ago. Mark said all the confusion is coming out of Washington.

Hardwick Field Land Disposal

Verrill Norwood reported the auction will take place at 11 a.m. next Thursday, June 5th. There will be a pre-visit for anyone interested on Wednesday, June 4th, from 10 a.m. to 4 p.m. at the field. The auction will be in or near the maintenance hangar. Six pieces of property will be sold with five being hangar plots. The hangar owners would like to be able to bid on their hangar piece; so, the hangars will go first then the balance of the property. There are 5.2 acres associated with the hangars and 57.34 acres associated with the rest of the property. We do not have, as of yet, the release from the FAA to close. If one is not received by June 3rd, we can still sell the property but there will be a requirement not to close until the Feds release the property. Board Member DeVault asked how the twenty percent needed to be paid on the date of sale since it has not been specified. An audience member said he saw on a website that personal and cashier checks will be accepted.

There has been lots of advertising from Dempsey Auction in the Alabama, Georgia and Tennessee areas. He met with them yesterday to make sure everything is lined up and ready to go.

Other

Board Member Rymer asked if everything had been taken care of with the property to the west of the Jetport. Verrill said all that is left is collecting our money from the State. He actually met with them yesterday. Apparently it was overlooked that the grant was only for \$325,000 and we spent \$484,000. This is not a problem though. The \$325,000 will be billed; then an amendment will be requested for an additional \$200,000 to take care of the overage and the tree removal. In February 2013, a bill was submitted for \$201,000 which has yet to be paid. This will be paid along with the remainder of \$283,000 hopefully sometime next week.

FBO Report

Taylor Newman reported the following activity:

- Flight instruction has slowed down, but he has been advertising to try to pick it back up. There will be a "Rusty Pilot" seminar June 14th from 9 a.m. to noon. The event is free and will count toward the pilot's bi-annual flight review.
- Maintenance has decreased.
- During this slow time, there has been a lot of spring cleaning happening at the Jetport.
- The daily worksheet has been modified to show more detail specifically with the outside responsibilities.

Board Member Rymer said he was approached about the appearance of the outside furniture. He thinks

just putting a couple coats of teak oil on it would be a good idea.

Chairman Patten thanked Board Member DeVault for working with Mark Fidler and Taylor Newman on updating the FBO contract to make it more accurate with what is needed at the Jetport. Board Member DeVault said the checklist is what the three of them agreed they would use to judge whether the FBO was doing what the contract required relative to maintenance and so forth. They needed a way to follow up on things and now that system is in place. Another project they are working on is reviewing the FBO agreement. The agreement was originally received from a consultant and was drafted the best for what we knew at that time. They are now taking a look at it to see if they are doing the things that it says are supposed to be done or if there are extra things being done. They will be making some revisions; but basically they are just trying to get the contract in good order. She noted that a golf cart and a forklift were in the agreement and have not been purchased yet. These items may need to be deleted. She also added that international garbage has to be segregated from regular garbage.

Director's Report

Gotham Dream Cars

Mark Fidler said the Gotham Dream Car event kicks off next Friday, June 6th with the first reservation being at 9 a.m. They plan on arriving Thursday to start setting things up and will last through Sunday. Last week Mr. Nelson expressed some concern regarding the number of online reservations; however, that number has since gone up substantially. As of yesterday, there were approximately 130.

Annual Maintenance Grant – Are Signs an Eligible Expense for Reimbursement

Mark advised signs are an eligible expense for 50/50 reimbursement under the annual maintenance grant.

He has started requesting quotes on the stone portion of the sign. He has received one quote for \$1664, and another one will be coming in later this afternoon. He is required to obtain three.

Chairman Patten said he felt the design looked stark. He would like some additional options to be reviewed hopefully by the next meeting.

Other

Chairman Patten asked Mark to include a total for fuel sales on his monthly report. He also would like the report to start over July 1st to coincide with the fiscal year and budget.

UNFINISHED BUSINESS

Winter Safety and Operations Plan

Board Member DeVault said Verrill Norwood asked for this item to be deferred in order to give it more consideration. She knows that a piece of equipment will need to be purchased in order to implement the plan. Mark Fidler needs a sixty to ninety day notice to get the blade in before the next snow. Board Member DeVault asked to move the plan to the next meeting. All members agreed.

NEW BUSINESS

None

BOARD MEMBER REPORTS

Lou Patten – None

Municipal Airport Authority
May 30, 2014

Verrill Norwood – None

Lynn DeVault – None

Mike McCoy – None

LeRoy Rymer, Jr. – None

Adjournment

Due to a scheduling conflict, the next meeting has been scheduled for Friday, June 27th at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 9:25 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Information Attachments:

1. Authority Attendance Log
2. Payments
3. Grants Monitoring – Desk Review
4. Expense Report
5. Revenue Report